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ABSTRACT

Presenting information on the status of Southeastern Community College (SCC), in Iowa, this annual progress report highlights basic institutional data, financial information, and improvements and planned changes of the college as of 1995. Part 1 presents basic data on SCC, including facility locations, assessed property valuation, district demographics, employee information, tuition and fees for 1994-95 and 1995-96, 1994 enrollments, continuing education enrollments, accreditation status, and county levy approval. Part 2 provides a statement of SCC's general fund for 1994-95 and projected statements for 1995-96, indicating that for 1994-95 the college had total revenues and expenditures of $11,321,400. Finally, part 3 summarizes improvements and planned changes in the following areas: (1) instruction; (2) students and student services, focusing on counseling and admissions, registration, financial aid, residence halls, and activities and athletics; (3) finances, business operations, and administration, emphasizing institutional advancement, and economic development; (4) facility construction; (5) the alumni association; (6) the SCC Foundation, listing awarded scholarships and fundraising events; (7) continuing education, highlighting the areas of agriculture, business and management, emergency medical services, family and consumer science, health occupations, trades and industry, adult basic education, and a displaced homemaker program; and (8) SCC's job training partnership. Appendixes include a district map, organizational charts, and personnel lists. (TGI)

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Southeastern
COMMUNITY COLLEGE

Annual Progress Report

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December, 1995

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ANNUAL PROGRESS REPORT

by

R. Gene Gardner, Ph.D.
President

Southeastern Community College
Administrative Offices
1015 South Gear Avenue
West Burlington, Iowa 52655-0605

December, 1995

SOUTHEASTERN COMMUNITY COLLEGE

1015 South Gear Avenue, Drawer F
West Burlington, Iowa 52655-0605
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PREFACE

The SCC Board of Trustees and the entire College staff are proud to present this report on the health and status of Southeastern Community College.

R. Gene Gardner, Ph.D.
President

TABLE OF CONTENTS

Page

PREFACE i

I. Basic Institutional Data 1

II. Statement of General Fund 12

III. Summary of Improvements and Planned Changes 14

IV. Appendix 30

A. Map of the SCC District 32

B. SCC Organizational Charts 33

C. SCC Personnel 44

I. Basic Institutional Data

I. BASIC INSTITUTIONAL DATA

A. Facility Locations

Major facility locations housing educational programs operated by Southeastern Community College are as follows:

Southeastern Community College
North Campus and Administrative Center
1015 South Gear Avenue
West Burlington, Iowa 52655-0605

Southeastern Community College
South Campus
335 Messenger Road
P. O. Box 6007
Keokuk, Iowa 52632-6007

Southeastern Community College
c/o Iowa State Penitentiary
Fort Madison, Iowa 52627

Southeastern Community College
Mount Pleasant Correctional Facility
Highway 218 South
Mount Pleasant, Iowa 52641

B. Assessed Valuation

A significant source of revenue for the General Fund at Iowa's Community Colleges is derived from a levy of 20.25¢ assessed against each $1,000 of property valuation in each area college district. Throughout the years there has been a general upward movement of the assessed property valuation in the SCC district. Figures listed below depict the dollar value of the Southeastern Community College district's assessed valuation for the fiscal years 1983 through 1996.

TIME PERIOD	DOLLAR VALUE
Fiscal Year 1983	$2,010,867,144
Fiscal Year 1984	$2,135,323,457
Fiscal Year 1985	$2,223,166,496
Fiscal Year 1986	$2,341,824,008
Fiscal Year 1987	$2,454,604,401
Fiscal Year 1988	$2,601,757,866
Fiscal Year 1989	$2,491,728,810

TIME PERIOD	DOLLAR VALUE
Fiscal Year 1990	$2,493,424,807
Fiscal Year 1991	$2,463,157,524
Fiscal Year 1992	$2,484,030,177
Fiscal Year 1993	$2,422,901,258
Fiscal Year 1994	$2,445,377,907
Fiscal Year 1995	$2,413,415,318
Fiscal Year 1996	$2,463,829,601

C. Demographic Data

The Southeastern Community College district encompasses 1,623 square miles and has a total population of 106,242.

There are 13 public elementary-secondary school districts and 4 private elementary-secondary school systems within the SCC district. The districts/systems and their total student enrollments are listed next:

Name of District/System	Student Enrollment Fall, 1994	Twelfth Grade Enrollments
Aquinas Schools	385	30
Burlington Area Catholic Schools	462	31
Burlington Community Schools	5,295	293
Cardinal Stritch Schools	237	18
Central Lee Community Schools	1,158	88
Danville Community Schools	575	42
Fort Madison Community Schools	2,808	194
Keokuk Community Schools	2,496	196
Marquette Community Schools	356	26
Mediapolis Community Schools	985	69
Morning Sun Community Schools	146	N/A
Mount Pleasant Community Schools	2,181	155
New London Community Schools	557	51
WACO Community Schools	573	27
Wapello Community Schools	851	66
West Burlington Ind. School District	648	55
Winfield-Mount Union Comm. Schools	511	51
Totals	20,224	1,392

D. SCC Employees

	FY'95	FY'96
Non-Certified	154	154
Certified	97	96

E. Tuition and Fees

	1994-95	1995-96
1. Iowa Resident (per semester hour)	$44.50	$46.50
Non-Iowa Resident (per semester hour)	$66.75	$69.75

Non-Iowa Resident Tuition shall be assessed at 150% of the resident rate depicted above.

2. Continuing Education

a) High School Completion (per contact hour)	$1.60	$1.70
b) General Adult and Non-Credit Non-Shop (per contact hour)	$1.80	$1.90
c) Non-Credit Shop (per contact hour)	$2.15	$2.25
d) ILC Non-Credit (per contact hour)	$1.80	$1.90
e) Special Courses	On Individual Basis	

Non-Iowa Resident Tuition shall be assessed at 150% of the resident rate depicted above.

3. 1994 College Fees

a) All students pay fees of $4.25 per semester hour up to a maximum of $63.75 per term. Included in this comprehensive fee is an Activity Fee of $1.50 per semester hour up to a maximum of $18.00 per term. The balance of the fee will cover Program Fee, Graduation Fee, ASSET Fee, Microcomputer Lab Fee, Malpractice Insurance Fee and Transcript Fee.

b) Late Registration Fee . . . . . $10.00 plus $1.00 per day

4. 1995 College Fees

a) All students pay fees of $5.50 per semester hour up to a maximum of $82.25 per term. Included in this comprehensive fee is an Activity Fee of $1.50 per semester hour up to a maximum of $18.00 per term. The balance of the fee will cover Program Fee, Graduation Fee, ASSET Fee, Microcomputer Lab Fee, Malpractice Insurance Fee and Transcript Fee.

b) Late Registration Fee . . . . . $10.00 plus $1.00 per day

5. 1994-1995 Deferred Tuition Payment Plan

Deferred payment privileges are extended to those students enrolled for six (6) credit hours or more per semester or summer session. A minimum of one-third (1/3) of the total tuition due must be paid at registration. A minimum of 50% of the balance due must be paid in four (4) weeks, and the balance paid in eight (8) weeks. Deferred payment applies to tuition and fees only. All other fees must be paid in full as they become due.

6. 1994-1995 Tuition Refund Policy

SCHEDULE OF TUITION REFUND
Credit Courses

Tuition refunds shall be made only on that portion which reduces the student's load below 15.5 credit hours of credit for registration occurring at the regular registration dates as follows:

Time of Withdrawal	Refund
Through the first week of Semester/Term Fall Semester – August 25 Spring Semester – January 12 Interim – May 15 Summer Term – June 7	100%
Through the second week of Semester/Term Fall Semester – September 1 Spring Semester – January 19 Interim – May 16 Summer Term – June 9	50%
Through the third week of Semester/Term: Fall Semester – September 11 Spring Semester – January 26 Interim – May 17 Summer Term – June 14	25%
After the third week of Semester/Term:	None

The above Refund Schedule is applicable only to regular registration dates. A similar Refund Schedule will be applied to registrations occurring at times other than the regular registration dates.

Tuition refunds will be made to a student on the Deferred Tuition Payment in the following manner:

a) If the student totally withdraws from the College during the eligible refund periods (100%, 50%, 25%), the calculated refund shall be the amount by which deferred tuition payments exceed forfeited tuition and fees due to the withdrawal.

b) If the student partially withdraws from the College (one or more single course drops) during the eligible refund period (100%, 50%, 25%), the calculated refund shall be applied to any unpaid deferred tuition payment balances.

Withdrawal dates will be established as the day when official withdrawal procedures are completed and are not influenced by the last day of attendance.

Checks for tuition refunds or withdrawals may require 45 days for issuance after the date of drop.

Students who receive financial aid will have refunds credited to their aid source per Administrative Policy.

Non-Credit Bearing Courses

The following refund policy prevails for students withdrawing from non-credit bearing courses sponsored by the Continuing Education Division of the College:

A 100% refund will be granted provided the student properly notifies the instructor or the division dean prior to the termination of the second class session. No refunds will be made after the termination of the second class session.

Only tuition is refundable. Tuition and fees will be refunded if a class does not materialize.

Appeal of Policy

The Registrar may approve an exception to the Refund Policy in situations that are beyond the student's control such as institutional or sponsoring agency error. Students who feel they have an extenuating individual circumstance that would warrant an exception from the Refund Policy should appeal in writing to the Administrative Cabinet.

F. 1994 Enrollments

The following represent credit enrollments for the 1994 and 1995 fall terms.

	1994	1995	1994	1995
Technical Programs	Full-Time		Part-Time	
West Burlington - 24	559	484	196	175
Keokuk - 4	117	132	53	57

Arts and Sciences	Full-Time		Part-Time	
West Burlington	708	704	535	436
Keokuk	207	247	230	222

The figures in the following tables show the enrollment since 1980.

North Campus						
Year	A&S Full	A&S Part	C.E. Full	C.E. Part	Total	% Change
1980	506	447	455	197	1605	
1981	493	441	474	26	1434	-10.72
1982	472	439	480	26	1417	-1.2
1983	450	432	476	42	1400	-1.2
1984	477	411	488	55	1431	2.2
1985	486	409	460	59	1414	-1.2
1986	542	473	547	35	1597	12.9
1987	574	486	497	47	1604	.4
1988	663	574	442	55	1734	8.1
1989**	723	583	453	96	1855	7.0
1990**	723	652	524	105	2004	8.0
1991**	792	685	536	125	2138	6.7
1992**	738	563	659	206	2166	1.3
1993**	715	506	671	212	2104	-2.9
1994**	708	535	559	196	1998	-5.0
1995**	704	436	484	175	1799	-10.0
** A&S Includes Criminal Justice. Part-time C.E. does not include HS Auto Body.						

South Campus						
Year	A&S Full	A&S Part	C.E. Full	C.E. Part	Total	% Change
1980	184	103	105	3	395	
1981	214	126	110	3	453	14.7
1982	191	148	109	4	452	-.2
1983	156	144	150	20	470	4.0
1984	133	143	140	23	439	-6.6
1985	136	146	119	21	422	-3.9
1986	162	140	122	6	430	1.9
1987	184	137	128	16	465	8.1
1988	233	170	114	18	535	15.1
1989**	255	195	127	16	593	10.8
1990**	259	211	113	21	604	1.9
1991**	265	218	106	29	618	2.3
1992**	266	234	158	39	697	12.8
1993**	238	243	128	55	664	-4.7
1994**	207	230	117	53	607	-8.6
1995**	247	222	132	57	658	8.4
** A&S includes Criminal Justice. Part-time C.E. does not include HS Auto Body.						

Total Institution						
Year	A&S Full	A&S Part	C.E. Full	C.E. Part	Total	% Change
1980	690	550	640	212	2092	
1981	707	567	646	39	1959	-6.4
1982	663	587	706	45	2001	2.1
1983	606	576	626	137	1945	-2.8
1984	610	554	643	155	1962	.9
1985	622	555	593	129	1899	-3.2
1986	704	613	688	76	2081	9.6
1987	758	623	645	116	2142	2.9
1988	896	744	573	111	2324	8.5
1989**	978	778	605	153	2514	8.2
1990**	982	863	650	174	2669	6.2
1991**	1057	903	655	196	2811	5.3
1992**	1004	797	830	287	2918	3.8
1993**	953	749	810	306	2818	-3.4
1994**	916	768	695	267	2646	-6.1
1995**	951	658	616	232	2457	-5.7
** A&S includes Criminal Justice. Part-time C.E. does not include HS Auto Body.						

North Campus					
	A&S Full	A&S Part	C.E. Full	C.E. Part	Total
1991-1995	-11.1%	-36.4%	-9.7%	408.0%	-15.9%
1986-1995	29.9%	-7.8%	-11.5%	400.0%	12.6%

South Campus					
	A&S Full	A&S Part	C.E. Full	C.E. Part	Total
1991-1995	-6.8%	1.8%	24.5%	96.6%	6.5%
1986-1995	52.5%	58.6%	8.2%	850.0%	53.0%

Total Institution					
	A&S Full	A&S Part	C.E. Full	C.E. Part	Total
1991-1995	-10.0%	-27.1%	-4.0%	50.6%	-10.8%
1986-1995	35.1%	7.3%	-7.9%	465.9%	21.2%

8. Student Body Age for Credit Students (IPEDS categories)

	Fall 1993		Fall 1994		Fall 1995	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-Time
Under 18	33	133	36	109	28	104
18 - 19	780	109	758	99	852	86
20 - 21	244	105	237	95	207	100
22 - 24	153	105	140	115	111	100
25 - 29	205	157	151	156	123	130
30 - 34	147	135	120	151	113	125
35 - 39	86	100	81	114	64	84
40 - 49	83	146	70	158	69	144
50 - 64	13	38	8	28	10	29
65 and over	1	5	1	1	2	2
Age unknown	16	24	9	9	8	13

G. Continuing Education Enrollments

During this fiscal year we anticipate generating approximately 24,000 enrollments in Adult and Continuing Education. Course offerings range from Adult Basic Education-High School Completion to special programs for employees of business and industry to health occupations and home economics to general interest courses.

H. Accreditation Status

Southeastern Community College is fully accredited by the North Central Association of Schools and Colleges. North Central's next comprehensive evaluation of Southeastern is scheduled for 1998-1999.

In September of 1994, an NCA Assessment Plan was submitted. This plan outlines current assessment activities and targeted future activities. Some revisions were necessary, and the Assessment Plan was resubmitted to NCA in March of 1996.

I. Levy Approval

The 20.25¢ voted levy authorized by Section 280A.22 was approved by the voters of the SCC district at the general school election on September 9, 1980. The levy extension was approved for the ten-year period from July 1, 1981 to June 30, 1991. This levy expired on June 30, 1991.

On February 20, 1990, voters were asked to approve a $5,000,000 bond issue to take effect July 1, 1991. The issue was overwhelmingly passed, with a 76.9% plurality.

On February 21, 1995, voters were asked to approve a $4,510,000 bond issue to take effect July 1, 1995. The issue was overwhelmingly passed, with a 71% plurality.

II. Statement of General Fund

A statement of the SCC general fund for the 1994-95 fiscal year and the projected statements for the current fiscal year are outlined on the following page. SCC is currently operating on a sound financial basis and is making appropriate cost reductions commensurate to an enrollment decline. The unrestricted general fund balance is approximately 4 ½%.

Southeastern Community College
Statement of General Fund (Unrestricted)
Operating Revenue and Expenditures

	Dollars		Percentages	
	1994-95 Actual	1995-96 Projected**	% 1994-95 Actual	% 1995-96 Projected**
Revenue				
Student Fees	$ 214,545	$ 271,717	1.89	2.33
Tuition	3,452,969	3,516,075	30.50	30.18
Local Support	488,086	498,925	4.31	4.28
State General Aid	5,318,312	5,544,262	46.98	47.59
State — Other	909,351	809,855	8.03	6.95
Federal Aid	475,719	613,530	4.20	5.27
Sales & Service	127,537	218,374	1.13	1.87
Other Income	85,254	176,377	0.75	1.53
Sub Totals	$ 11,071,773	$11,649,115	97.79	100.00
Use of Fund Balance	249,627	-0-	2.21	-0-
Total Revenue	$ 11,321,400	$11,649,115	100.00	100.00
Expenditure				
Arts and Sciences	$ 2,252,823	$ 2,490,426	19.90	21.38
Vocational Technical	2,989,160	2,738,558	26.40	23.51
Adult Education	2,075,364	2,168,768	18.33	18.62
* Cooperative Prog./Srvs.	358,171	384,277	3.16	3.30
Administration	843,143	909,730	7.45	7.81
Student Services	870,831	917,616	7.69	7.88
Learning Resources	351,670	376,969	3.11	3.24
Physical Plant	989,146	1,034,539	8.74	8.88
General Institution	591,092	628,232	5.22	5.38
Total Expenditures	$ 11,321,400	$ 11,649,115	100.00	100.00

* Includes Non Funded Developmental
** Working Budget

III. Summary of Improvements and Planned Changes

I. Instruction

A. One North Campus Nursing Instructor retired.

B. The South Campus Office Technology Lab was updated with the purchase of 21 new pentium-based computers. These computers were purchased with funds available from the voted bond levy in February of 1995.

C. A new two-year AAS degree program in Construction Technology was approved by the State Board of Education. The mission of the program is to promote the development of entry level construction employees with a sound foundation of skills required in the construction industry. The local builders, through the Southeast Iowa Builders Association, were very instrumental in developing and promoting this program. Portions of the curriculum are available at both North and South Campus.

D. The Agriculture Program at the North Campus has introduced a unique training option, **swine confinement**, to assist in the development of employee competencies in the production of swine. Training will take place on large swine production facilities that have adapted to the latest technology.

E. Students in the Office Technology programs on both campuses have the option of pursuing a one-year diploma or exploring additional study and earning an Associate of Applied Science Degree. North Campus offers an Associate of Applied Science degree in Administrative Office Systems and South Campus offers an Associate of Applied Science Degree in either Medical Assistant or Administrative Assistant.

F. The School-to-Work Program continues to thrive in our district. Special success has been achieved in Keokuk and WACO, where a number of students are participating. All area schools are participating in the Regional School-to-Work Planning Team.

G. The Tech Prep Coordinator was employed as SCC's Director of Continuing Education. Her replacement has a strong Tech Prep background. Work continues in this area.

H. Many classes are offered over the ICN, with several originating at either Keokuk or West Burlington.

I. The North Central Association requested some revision in the Assessment Plan submitted. Those revisions were made, and the revised plan resubmitted in March of 1996.

J. Initial planning started on a comprehensive industrial training program in cooperation with Roquette America in Keokuk. It was agreed that SCC would

administer a training program in Keokuk for Roquette technicians in the electrical control, mechanical and pipe fitting maintenance areas.

II. Students/Student Services

A. Student Services – North Campus

1. The Secretary to the Dean/Publications Specialist retired in December 1995. Those duties and the job duties of the North Campus Admissions Secretary (3/4 time) were rearranged into two new positions.

   a. The Admissions Secretary kept Admissions duties and was assigned as the Dean's Secretary and Office Manager as a full-time position.

   b. A 3/4-time position was created involving all publications duties and Office Receptionist.

B. Counseling/Admissions

1. A new Admissions Coordinator for the South Campus was hired in October to replace a five-year employee who took an Assistant Director's position at a university.

2. Junior high school tours at the North Campus were expanded. Tours were given to students from several outlying schools in addition to all Burlington Junior High Schools.

3. A record number of high school juniors attended the North Campus Career Day. Over fifty speakers provided information sessions and students attended five different sessions.

4. Career Education Visit Days for the Technology programs, Business programs, and Health programs were expanded to include Automotive Technology, Auto Body, and Welding.

5. Parent/Family FYI nights at the North Campus were started in Summer 1995. The three-hour information session held in conjunction with Arts and Sciences New Student Orientation was evaluated as a success and will be continued for 1996.

6. Credit student enrollment was down for the third year in a row. Arts and Sciences enrollments were steady to slightly increased with enrollment in Career Education showing the decrease.

7. Several new targeted mailings were implemented in FY'96 including adding Western Illinois students to the summer mailing.

C. Registrar

1. Several new policies defining graduation requirements, late withdrawals, and internal policies were rewritten.

2. Issues of electronic transcripts (Speede Express) and the conversion to the Kirkwood system were major issues.

3. The Assistant Registrar was appointed to attend LINC for the year.

D. Financial Aid

Electronic transmission of Student Aid Reports and corrections has continued to improve servicing students. Procedures adopted in Spring 1996 now allow any electronic filing of student aid information at any time and not just for late students. Concerns about equipment and data processing time are being addressed.

E. Residence Halls

1. New security measures were implemented in Spring 1996. All doors remain locked at all times. A new security firm was hired and responsibilities defined. Guests must register by checking in and out. Screen windows were attached on a more permanent basis.

2. No one under 17 is allowed as a visitor, with the exception of family members.

3. A community advisory committee was utilized to help write new dorm policies and procedures.

F. Activities/Athletics

1. Chemical Dependency Club (South Campus) and Campus Crusade (North Campus) were approved as new clubs.

2. Activity Fees increased from $1.50 to $1.75 per credit hour for FY'96. Student Governments are faced with supporting more clubs with more expenses but with less available revenue due to fewer students enrolled.

3. Activities/Athletics Coordinator finalized the acquisition of a new scoreboard and message center, donated to the College by two companies.

III. Finance/Business/Administration

A. Office for Institutional Advancement

1. Grant writing activities for the period July 1, 1994 through December 31, 1995 included:

   a. In October of 1994, a Federal Workplace Literacy Program Grant in the amount of $261,352 was received. This grant funded a project titled "Integrating Work and Learning" at the Dial Corp. in Fort Madison, Iowa. It provides job profiling, employee skills assessments, development of individual educational plans, and delivery of workplace skill-building training to an estimated 425 employees. During the first year of the grant, the participants have been very pleased with the success of the project.

   b. In October of 1994, SCC staff person Anita Weston co-produced a successful federal grant application to fund implementation of the Work Start Youth Apprenticeship programs at the 8 sites which had "Developing a Local Work Start Program."

   c. A two-year Tech Prep grant in the amount of $150,000 was funded for FY'94 and FY'95 through June 30, 1995 (approved August 1993). That grant leveraged $37,584 locally. A second two-year grant in the amount of $414,590 was approved for July 1, 1994 through June 30, 1996 ($57,295 in FY'95 and $57,295 in FY'96).

   d. A $73,000 grant from the Iowa Conservation Corp. was received.

   e. A $93,000 grant from MTC for Heartland Technology was received.

   f. A grant in the amount of $57,431 was received from Retraining for Retooling.

   g. In October of 1995, $35,000 was received from the Helene Fuld Health Trust to fund the purchase of software, hardware, and training aids for Nursing Programs on both campuses.

2. Economic Development

   a. The following Iowa New Jobs Training Program Final Agreements were executed:

      (1) Heatilator Inc. #3, 200 jobs, $435,000 issuance, $305,413.50 training
      (2) APAC #2, 236 jobs, $180,00 issuance, $129,000 training

(3) Roquette America Inc., 32 jobs, $105,000 issuance, $73,887 training
(4) Grimm Brothers Plastics, 40 jobs, $35,000 issuance, $25,500 training
(5) E.I. DuPont de Nemours Inc. #3, 11 jobs, $40,000 issuance, $27,000 training

b. Iowa New Jobs Training Program Preliminary Agreements were developed for the following companies, with additional agreements in process:

(1) ICI Americas Inc.
(2) Aerospace and Automotive Products
(3) PPG Industries, Inc. #2
(4) Raider Precast Concrete, Inc.

c. The following retraining agreement was entered into:

(1) E.I. DuPont de Nemours Inc., $34,350 for 310 jobs for business resource planning.

B. Business Office

In response to an enrollment decline for the institution as a whole, the Business Office reduced the Assistant Bookkeeper position to 50% time effective July 1, 1995.

C. Administration

1. Communication Day was held in October of 1995 on SCC's North Campus. This day again featured guest speakers and break-out sessions. Topics covered included *A Healthy Lifestyle*; *Put on a Happy Day*; *Your Personality and the Workplace*; *The Identification and Understanding of Differences in People (Barnga)*; *The Basics of Investing*; *Emergency Procedures in the Workplace*; *Combating Stress*; and *Self Defense*.

2. Work continued on the development of a Workforce Development Center for Area XVI. A $40,000 grant was received, and SCC was named administrative entity for the grant. A trip to Wisconsin to view currently operating Workforce Development Centers was taken in October. Most of the remainder of the grant money was used to hire a consultant to be used in the process of establishing the center.

3. Dr. Ellen Peterson of Burlington was re-elected to the Board, and began serving her second full term. Janet Fife of Keokuk was also re-elected, and

began serving her second full term. Moudy Nabulsi of Fort Madison was elected Board Chair, and Janet Fife was elected Board Vice Chair.

4. The Southeastern Community College Board of Trustees approved participation in a computer consortium named ACCES for the year beginning July 1, 1995. As a result, two full-time staff positions were eliminated in the SCC Data Center.

IV. Facility Construction

A. An election requesting voter approval for the issuance of $4,510,000 in school bonds was held February 21, 1995. The final vote was 71% in favor. This issue raised area property taxes by approximately 11¢ per thousand. The money will be used to demolish the final existing temporary structure on the South Campus, and replace it with a new structure which will house several classrooms and laboratories, faculty offices, and other areas and link the campus. An addition to Building 200 on the North Campus will be constructed. This addition will house classrooms, a new physics lab, and faculty offices. Remodeling on the North Campus will also be included, as will landscaping.

B. A new chiller was installed on the North Campus during the Summer of 1994. The cost of the chiller was rebated by IES Utilities. The cost of the installation was covered by a loan from the Department of Natural Resources, which will be repaid from savings in energy from the use of the new chiller.

C. Following passage of the bond issue, Rooms 401 and 402 were remodeled to provide a better music facility, with a folding door included so the room could be re-divided when necessary. Rooms 101 and 102 were also remodeled, including installation of a drop ceiling, and cabinetry where applicable. The CAD/CAM and computer lab areas were remodeled during the Holiday Break.

D. In January, demolition of Building "C" on the South Campus was completed. In order to accommodate this demolition, facilities were rented in Hamilton, Illinois to house the nursing program. The Office Tech Program was moved to the former HVAC lab on the South Campus.

V. Southeastern Community College Alumni Association

A. Over 188 people have purchased memberships in the SCCAA, as either lifetime or annual members. Renewal membership drives continue to be successful, with nearly everyone contacted renewing their membership.

B. Input of names and addresses of 1920-1980 graduates into the computer database is nearly complete. It is anticipated a membership drive mailing will be made during the next few months to these people.

C. Tapes were purchased from the Iowa Driver's License Bureau to assist with locating good addresses for graduates.

D. The SCC Alumni Association and the North Campus Student Senate again sponsored a joint Tailgate Party prior to a basketball game in February of 1994. Over 170 persons were served.

E. The planned South Campus Homecoming was canceled due to lack of registrations. It was agreed that a different activity is necessary for the Keokuk area.

F. Planning began for a Golf Outing to be held in the Summer of 1996. It is anticipated this outing will be both a fund-raiser and a friend-raiser.

G. Board Meetings for the Alumni Association are now held over the ICN. This has improved attendance and facilitates meetings. The majority of the Board Members are very pleased to be able to use this technology.

VI. Southeastern Community College Foundation

A. From July 1, 1994 through December 31, 1995, $108,733 has been received in outside income.

B. The Foundation provided 100 scholarships totaling more than $42,000 for SCC students.

C. As of December 31, 1995, 28 endowment accounts exist with a total fund balance of $247,110.49.

D. The restricted fund balance on December 31, 1995 was $76,675.

E. New scholarship fund accounts developed during FY'95 include the following:

1. Restricted scholarship

    a. Eva Brown Memorial Nursing — $1,000 each year for 10 years

2. Endowed scholarships

    a. Anthony Tallarico Memorial — $5,000

    b. Warren E. (Dutch) and Billie Duttweiler — $25,000 for full tuition and fees

    c. A. Verne and Nellie E. (Blanchard) Wilson Memorial — $360

d. Nancy Miller Memorial Nursing — $5,000

F. The Fourth Annual Las Vegas Live! Event held in 1995 netted $6,670 for the SCC Foundation Board Scholarship Fund.

G. The SCC Foundation Board hosted a "President's Club and Hall of Fame" dinner on July 14, 1995 prior to the 4th Annual Scholarship Awards Reception. The reception was held in the gymnasium on the North Campus to honor Scholarship Recipients and Donors.

H. During 1994-95, 115 SCC employees donated a total of $9,767 to the SCC Foundation Scholarships.

VII. Continuing Education

A. Continuing Education

1. Registrations for FY'95 totaled 27,866. The actual contact hours with students totaled 397,584.

2. Installation of a new Elite Conferencing System for Telenet and fiber optic/telenet connection for North and South Campuses is complete. This provides the capability of direct contact between the South Campus and the Iowa Community College Telenetwork. The fiber optic network is to improve quality, reduce interference, and allow the addition of more Telenet sites.

3. Thirty-seven enrollments were submitted to Carl Sandburg College and included in the Sandburg-SCC reciprocity agreement.

4. Continuing Education courses were continued with school districts in Burlington, Central Lee, Fort Madison, Mediapolis, Mt. Pleasant, New London, Keokuk, and WACO, and a new one was initiated with Marquette Senior High School in West Point.

5. An Alternative High School, WisdomQuest, was established as a cooperative venture between Mt. Pleasant Community School District and SCC. One full-time and two part-time instructors are responsible for 38 students.

B. Agriculture

1. A *Farm and Family Management* class for FHA borrowers was offered in cooperation with St. Ambrose University.

2. A free seminar was conducted by Iowa State University's Dr. Elwynn Taylor on climate and Dr. Wisner discussed marketing.

3. The *Intensive Grazing and Pasture Management* class drew a good crowd again this year.

4. *Raising Elk and Deer for Profit* was a new class this year that drew a large audience. Elk antlers can sell for up to $100 per pound to Korean buyers.

5. *Floral Design*, a hands on class in floral arrangement, was offered.

6. A *Fruit Tree Care* class which developed skills in tree selection, care, and pruning was held.

7. The *Income, Corporate and Estate Planning* class discussed methods of incorporating farms to reduce estate taxes.

8. The *Grain Marketing* class identified and developed skills in selling grain.

9. *Swine Odor Control*, a satellite broadcast from the National Pork Producers, covered the latest development in controlling swine manure odors.

C. Business and Management

1. The "Old House and Building Seminar" was offered through a cooperative effort between SCC, the City of Burlington, and the Heritage Trust for Preservation and Restoration of Historic Burlington. Over 70 people from Iowa and Illinois listened as restoration specialists offered their expertise on restoring old homes.

2. Mason and Hanger held their annual seminar for all employees in January at SCC. The seminar stressed the importance of safety in the workplace to 753 participants.

3. Motorola in Mt. Pleasant continued to utilize SCC as a resource for Total Quality training. SCC instructor Mel Lee received specialized training in order to teach the Statistical Process Control course to production workers at the company.

4. SCC contracted with Schlegel in Keokuk for a CQE review course. This course was designed to prepare engineers in the company for the Certified Quality Engineer examination.

5. The computer labs at SCC were heavily utilized as a record number of courses were offered. In-house training was conducted for many southeast

Iowa organizations. These include JTPA, Dial, IAAP, Vocational Rehabilitation, New London Care Center, DuPont, Stone Container, [illegible]hauf, Wolf Packaging, Carl A. Nelson, Lee County Abstract Company, [illegible]diapolis Phone Company, and the City of Mt. Pleasant.

6. A major computer training program was conducted for the Burlington Community School District. Phase III monies were utilized to fund classes set up for teachers in the District. Over 30 classes were conducted as teachers learned the basics of software pertinent to their jobs.

7. SCC also participated in a series of teleconferences funded by the U.S. Department of Education. These teleconferences were designed for library support staff for critical updates in their field of work. The series of five conferences were well attended by librarians through Area 16 including the SCC library staff.

D. Emergency Medical Services

1. The EMS Supervisor, working with staff at Des Moines Area Community College, has developed and presented outreach Paramedic Courses at Newton Fire Department and Indianola Fire Department.

2. SCC is making the transition from EMT-A to EMT-Basic and is giving transitional courses throughout the area to update all EMS Levels.

3. State Written EMS Exams are given monthly for those who need it for certification. This saves students from traveling to Des Moines to test.

4. EMS Instructors are being updated for the new EMS Courses being developed nationally.

5. Continuing Education Classes remain a mainstay to keep well-educated EMS personnel.

E. Family and Consumer Science

1. *Cosmetology*, *Nurturing* and *Children-in-the-Middle* continue to be successful programs.

2. A sample of new programs initiated includes:

a. *Girl Talk* is sponsored by Planned Parenthood, and is a four week series that assists mothers with talking about sensitive sexual issues with their daughters.

b. *Diners Delight Series*, co-sponsored by BMC, and PZAZZ, will feature several nutrition issues each year. The first of this series featured dining out, culminating with a meal ordered off the menu at J.B.'s restaurant. The second, Cholesterol Countdown, was marketed to over 1500 households in Burlington who were diagnosed with elevated blood lipids.

c. *Image Workshops*, co-sponsored by BeautiControl Cosmetics, was a three-part series and featured tips on make-up, wardrobe, color analysis, and metabolic computer body typing.

d. *Sports Symposium 1996!* is an all-day workshop taught by a panel of experts: physicians, doctors, marathoners.... It will feature a delicious, "Discover the Pastabilities" luncheon and two-color T-shirt. Class concludes with a run/walk.

e. *Intensive Lamaze Retreat Weekend* is designed for the busy mom-to-be and her coach. This pampering at a hotel, combined with comprehensive training in Lamaze, is designed to help reduce driving, time commitment, and memory lapses. All meals, tour of hospital, and Schramm's Baby Shop are included.

f. *Aerobics for Staff and Students* is an intensive workout all within minutes of staffers own offices! What could be easier? This class is very popular and taught by a high-energy SCC nursing student.

g. *Therapeutic Massage* is an evening class designed to teach the basics of massage, how to relieve muscle tensions and promote relaxation.

3. A brochure highlighting 27 child care/parenting classes were direct mailed to 451 households. The response has been excellent. So far, all of the courses have been held and many are full and have been moved to larger rooms in an attempt to accommodate the demand.

F. General Interest — South Campus

1. Maintenance and building of relationships with the Keokuk Area Chamber of Commerce, the Keokuk Public Library, the Keokuk and Fort Madison Art Centers, and a variety of service clubs continued to be a priority.

2. Work continues with the Liz Clark Cooking School to offer quality gourmet cooking classes to both professional caterers and novice cooks from around the country. *The Des Moines Register* has given SCC a great deal of free publicity for these programs.

3. South Campus repeated the very successful *Ethical Decision Making Seminar* for High School Juniors and *Soaring: A Career Day for Girls* during the Spring of 1995. Both had very good attendance and participation from adults in the community.

4. Popular classes which were on-going from past years included cooking, floristry, moped and motorcycle safety, hunter safety, Basic Industrial Electricity, foreign language classes for children and adults, and coaching.

5. New classes included: a Secretaries Day event on the satellite; *Read Aloud*; *Experienced Motorcycle Rider*; and *Promises to Keep*, an evening lecture and celebration of the 75th anniversary of women obtaining the right to vote.

6. In September, our first annual Preservation Conference was held at South Campus. *Affordable Preservation - Practical Applications for Professionals and Owners of Old Buildings* was well attended. Workshops were held by nationally known professionals and the keynote speaker was Bernard Callan of Frederick, Maryland, Advisor Emeritus to the National Trust for Historic Preservation. Plans are already being developed for a 1996 conference.

G. Health Occupations

1. Introductory courses on computers for health care workers have been very popular this year. Health care is moving into the area of utilizing bedside computers for nurses' records.

2. Health occupations has worked closely with a Des Moines County group which has been named Community Health Assessment Task Force. This group has been divided into separate committees, each of which has been assigned to work on an identified area within the county. The Health Occupations Supervisor is working with the Teen Pregnancy Committee. This task force will be active in developing educational programs designed to address the identified health care issues as they relate to educational needs in the community.

3. The state group of Health Occupations Supervisors and Coordinators have revised and updated the nurse aide tests, both written and practical. An annual meeting of nurse aide instructors has been initiated. Legislators have been bombarded with communications from this group in an effort to forestall efforts on the part of Iowa Health Care to eliminate training requirements for nurses aides.

4. In cooperation with the Shoquoquon Chapter of the American Association of Medical Assistants, the statewide course on coding techniques for

doctors' offices was successfully offered. The program was offered at 7 ICN sites with a total of 50 students enrolled. This material did not initially appear to lend itself well to this format, but the program was evaluated well, and was a true learning experience for everyone; coordinators included.

5. Cooperative efforts with area hospitals continues to be the strongest aspect of SCC's Health Occupations Continuing Education Program.

H. Trades and Industry

1. Motorola Company is again contracting safety programs through SCC. These courses are now into their third consecutive year. Several hundred employees are trained each year in safe electrical practices, CPR, first aid, chemical safety, and fire prevention.

2. Heatilator in Mt. Pleasant started a new group of Tool and Die Apprentices in 1996. The first course in basic math concluded in February 1996. A class in algebra and use of the Machinists Handbook starts in March.

3. Southeastern Community College received $16,385 from IDED for allocation to apprentice programs in 1995.

4. Several new courses were offered to the public this year. Those include: *Sharpening Basics*, *Process Re-engineering*, *ASE Preparation*, *Electric Motor Theory*, *National Electrical Code Update*, and *Configuration Management*.

5. The non-credit welding program was completely revamped. We no longer offer open lab welding as in the past. We now have a structured lecture and lab course that covers several different types of welding. This is proving popular with students and eliminates billing and tracking problems that occurred frequently in the open lab courses.

I. Adult Basic Education

1. During FY'95, 1,329 individuals participated in adult basic education classes. Of these students, 43% ranged in age from 16 to 24, and 45% were ages 24 to 44. Of these students, 271 received GEDs. Instructional services were available to assist students as they developed skills in math, writing, reading, science, and social studies. Students also received support and assistance in developing life and pre-employment skills. Contact hours totaled 118,816 in FY'95.

2. *English as a Second Language (ESL)* classes served 98 students in Keokuk, Burlington, Wapello, and Mount Pleasant. Individualized ESL tutoring services were also provided. In addition to developing general and work-

related communication skills, students learned about their local communities, our culture, and United States history.

3. The SCC Literacy Program continued to provide individualized tutoring to those adults who could not read. Program Coordinator, Janelle Bangert, matched students with tutors, provided assistance and support, and prepared SCC's volunteer tutor newsletter.

4. Donna Norris, SCC's Adult Basic Education Director, served on Iowa's State Staff Development Committee which develops a state plan to provide inservice opportunities for ABE instructors throughout the state. Ten Area XVI instructors attended the first ABE Summer Institute July 1995, in Marshalltown. Donna Norris was a co-presenter on the program *History of Women and Literacy*.

J. Displaced Homemaker Program/Equity

1. This program has taken on a new identity. Previously known as *New Directions*, beginning in 1996, the program is recognized as Iowa New Choices. All displaced homemaker/single parent programs in Iowa have adopted this new name in order to provide for more efficient access to service throughout the state.

2. During 1995, 162 women and 6 men received help. Of these, 145 were displaced homemakers who had worked primarily in the home. Individualized self-sufficiency plans were developed with 85 participants who experienced multiple barriers and demonstrated need for one-to-one coordinator assistance.

3. Karolyn Nudd provided part-time on-site assistance at the South Campus and Donna Norris continues to offer full-time services from the North Campus. Successes of clients included: 23 persons were employed, 14 earned GEDs, 32 completed pre-employment activities and 8 entered vocational studies. The program also provided training and assistance with equity programming and issues with area agencies, organizations, and schools.

VIII. Job Training Partnership

A. The Job Training Partnership has been a very active partner in the process to establish a major Workforce Development Center in the Burlington/West Burlington area. The Workforce Development Center will be a "one stop" facility where the job seeker and employer can access needed services. The goal of the Service Delivery Area Sixteen Workforce Development Center Ad-Hoc Group is to develop a facility that will offer highly integrated services to all customers. Currently plans call for the opening of a center during the first half of 1997.

B. The Job Training Partnership has joined forces with several area schools to plan and implement School-to-Work initiatives. School-to-Work involves delivering education to all students in exciting new ways that feature expanded connections among education, the workplace, and workforce development agencies. The partnerships created for school-to-work programming will allow all resources to bring their strengths to bear on the preparation of young people for entry into and success in the world of work.

C. The 1995 Summer Youth Program provided expanded opportunities for eligible young people to explore career options and learn valuable employability skills. Much greater use was made of private sector employment than had ever been the case in the past, thus enhancing the "real life" value of the summer work experience. Two separate sessions of career exploration and academic enrichment were held on the North Campus of Southeastern Community College. These experiences were evaluated as very beneficial. As a side benefit of this activity, all participants were exposed to the College campus for several days, hopefully increasing the likelihood that they will one day attend SCC or another institution of higher learning.

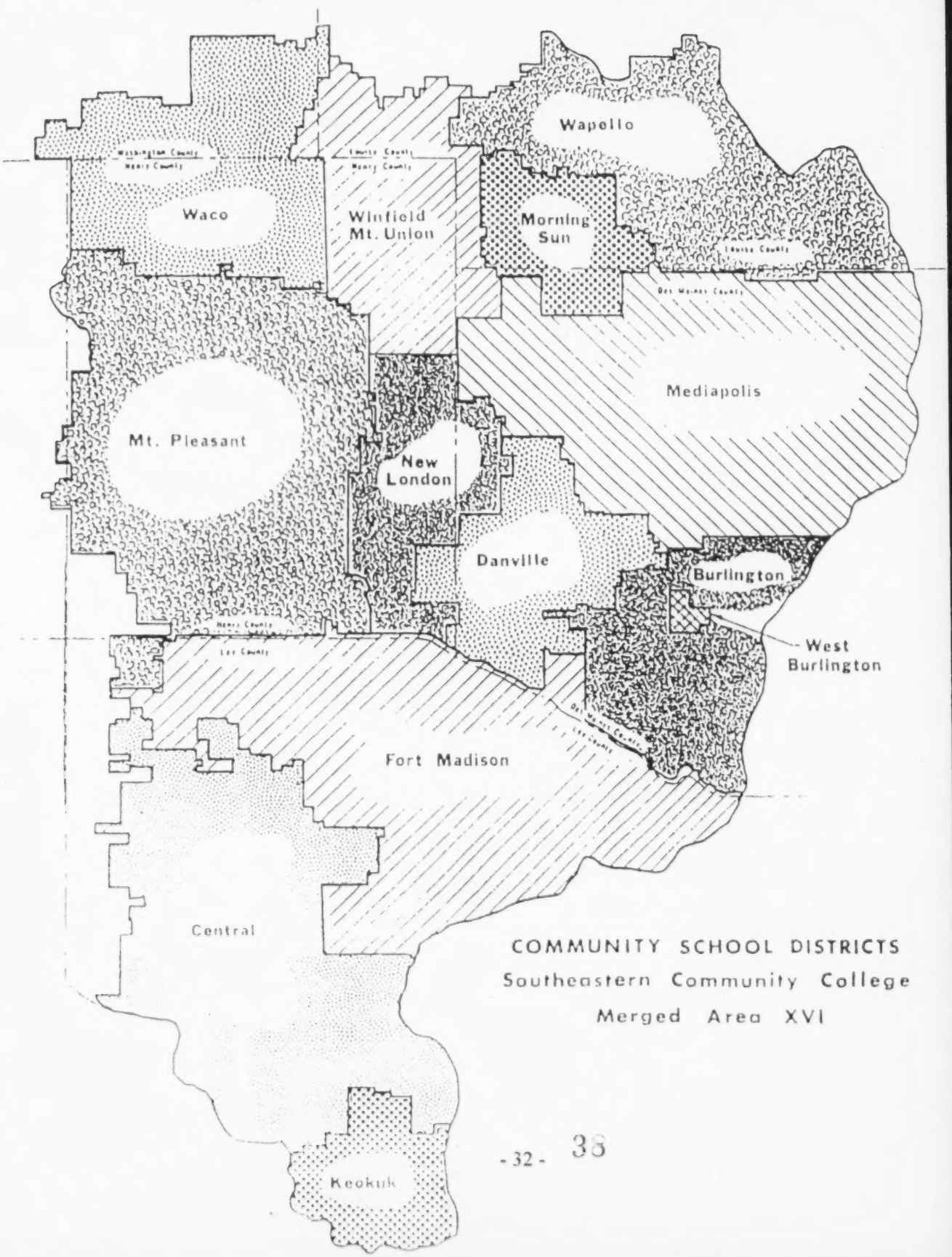
D. A very successful fund-raising gala was held for the New Attitude Program – an employment and training program for pregnant and parenting teens in Service Delivery Area Sixteen. The Gala was held at the Schramm House in Burlington with a large crowd enjoying music, refreshment, and interaction. This year's event raised over $4,000 to supplement grant resources.

E. Tina Duncan, a graduate of Southeastern Community College's Electronics Technology program, was honored by Governor Terry Branstad as a Job Training Participant of the Year in August of 1995. Tina, a single parent, completed her career program and obtained employment at the Burlington Northern Shops. Tina credited the Job Training Partnership and SCC's training program for providing her the opportunity to succeed.

IV. Appendix

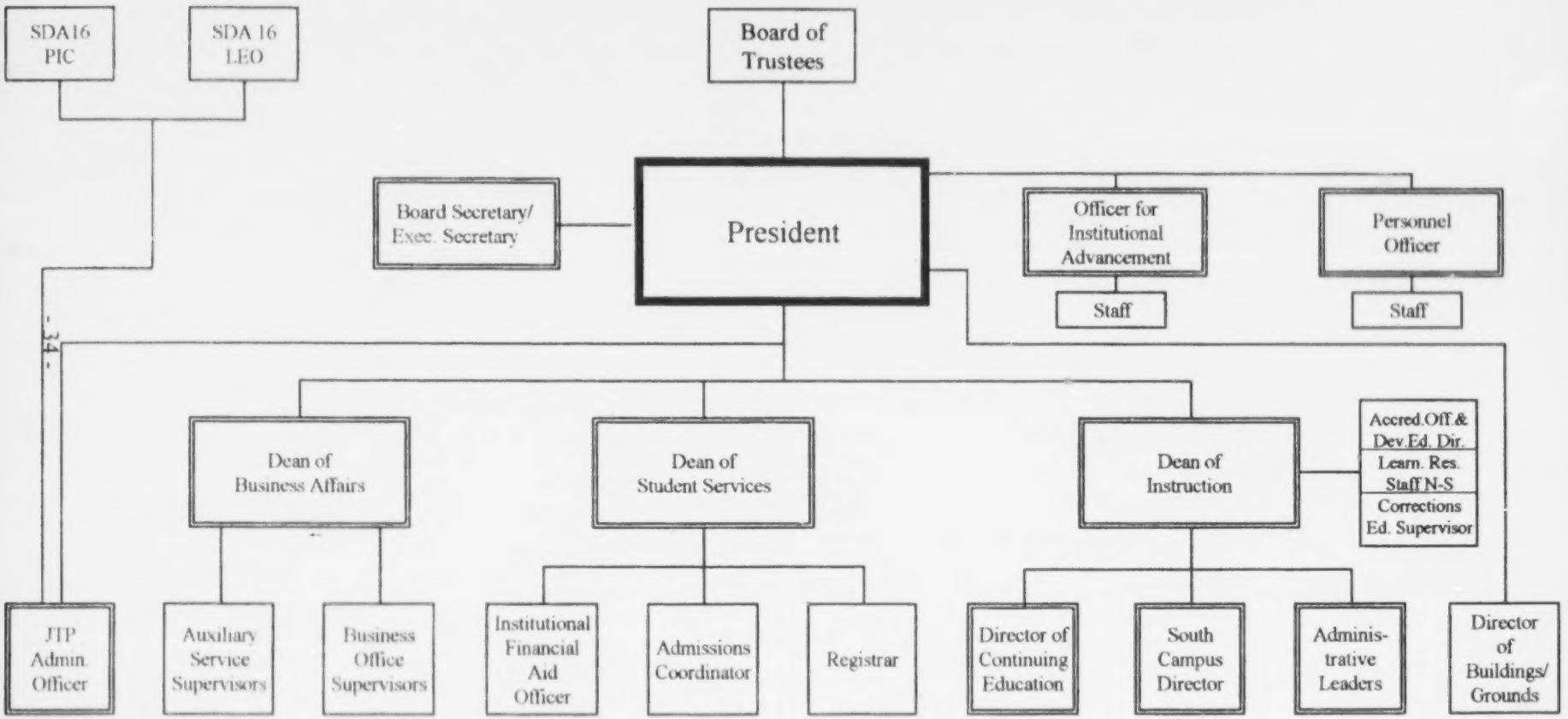
A. Map of the SCC District

A. Map of the SCC District



B. SCC Organizational Charts

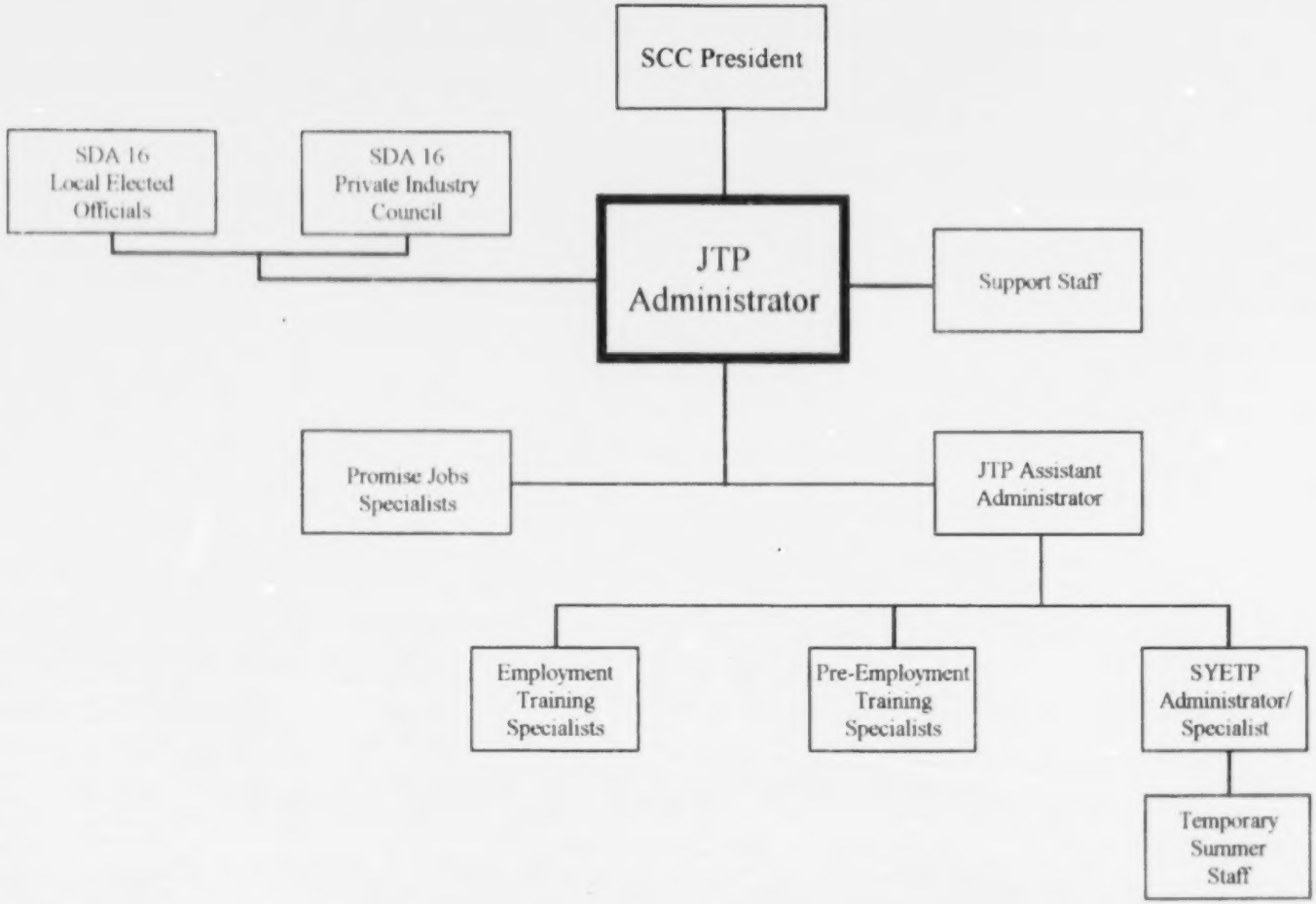
Southeastern Community College
Organizational Chart



= Members of Administrative Cabinet

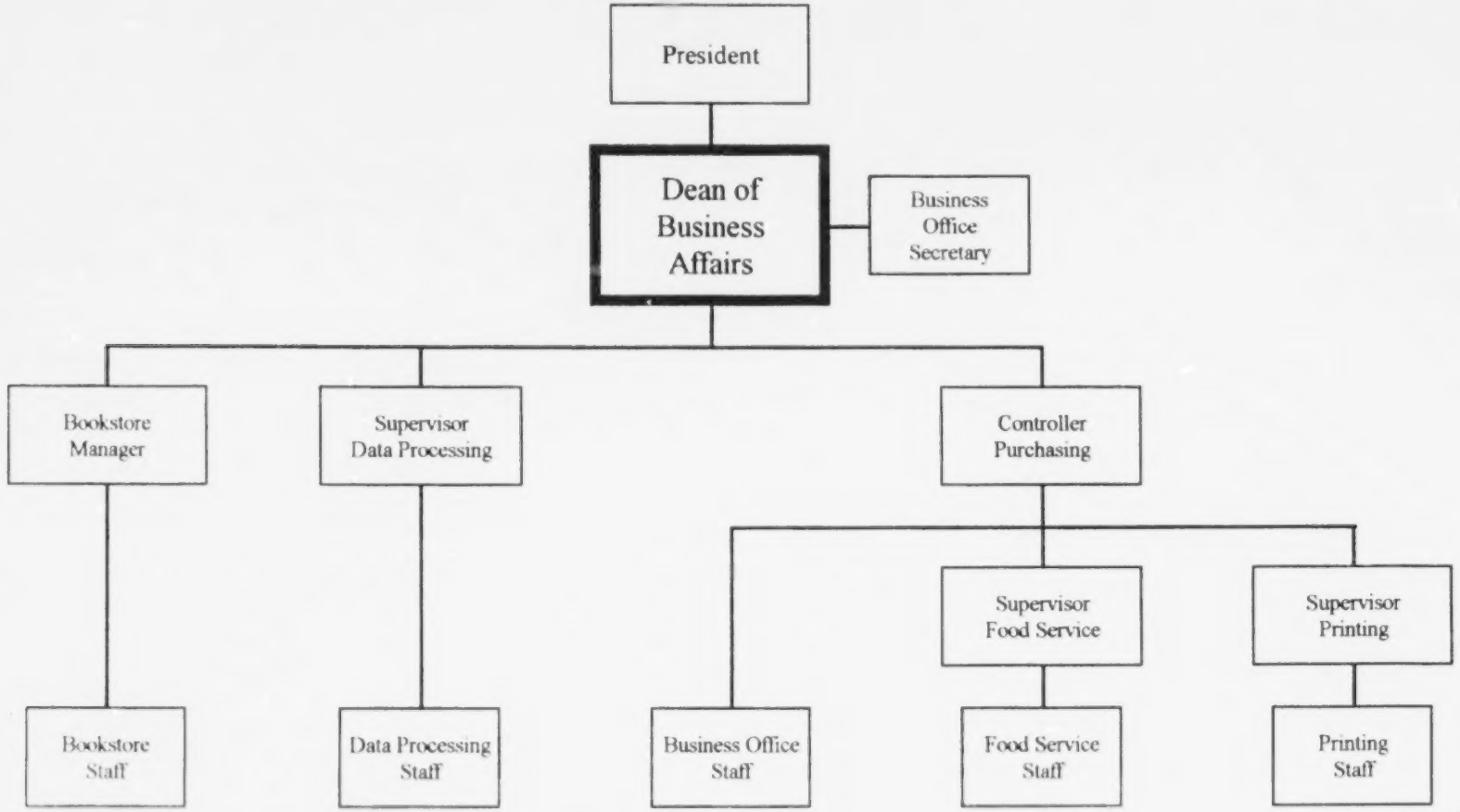
5/19/95

SDA16 Job Training Partnership
Operational Organizational Chart



5/19/95

Dean of Business Affairs
Operational Organizational Chart



6/1/95

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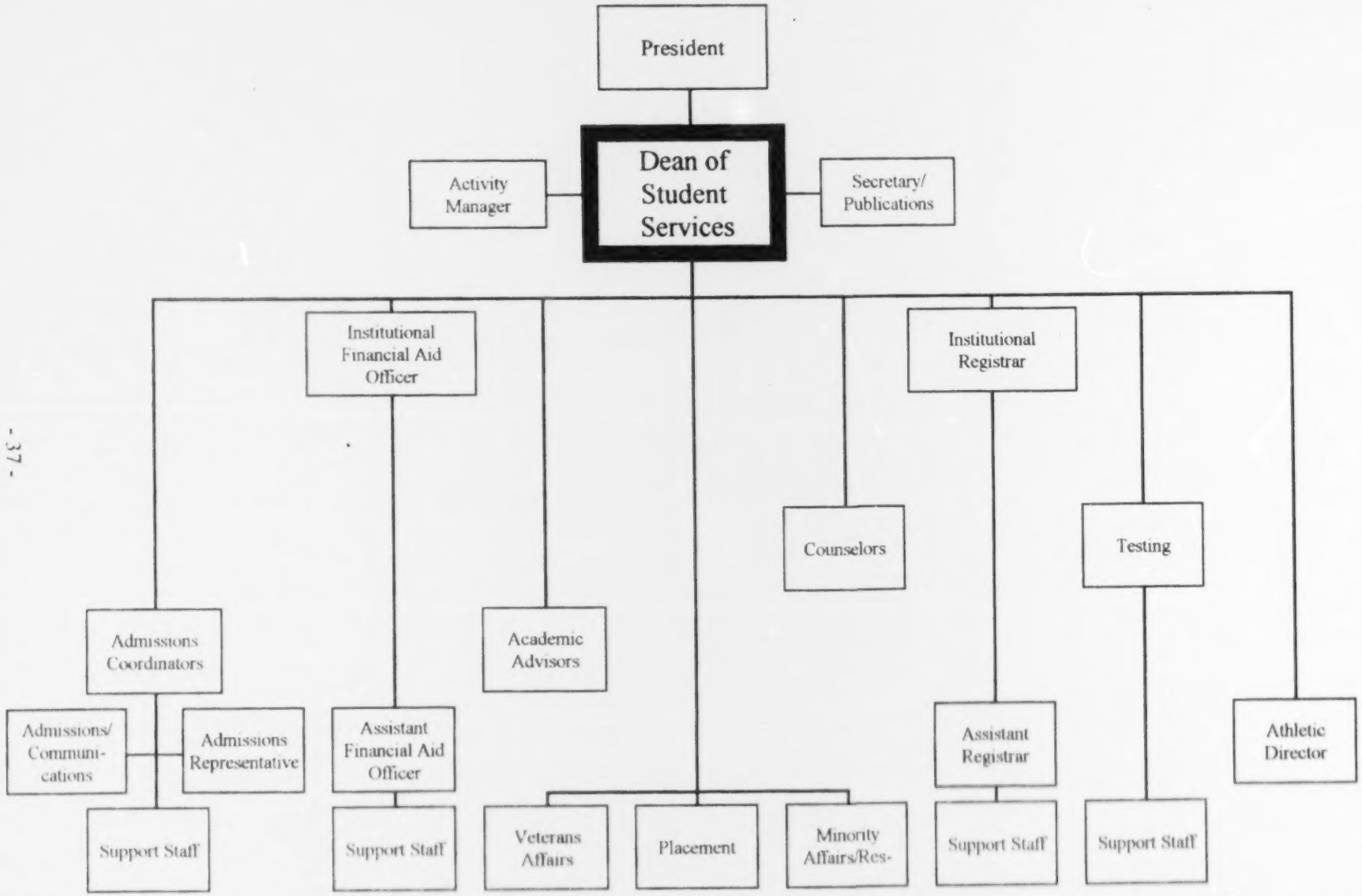
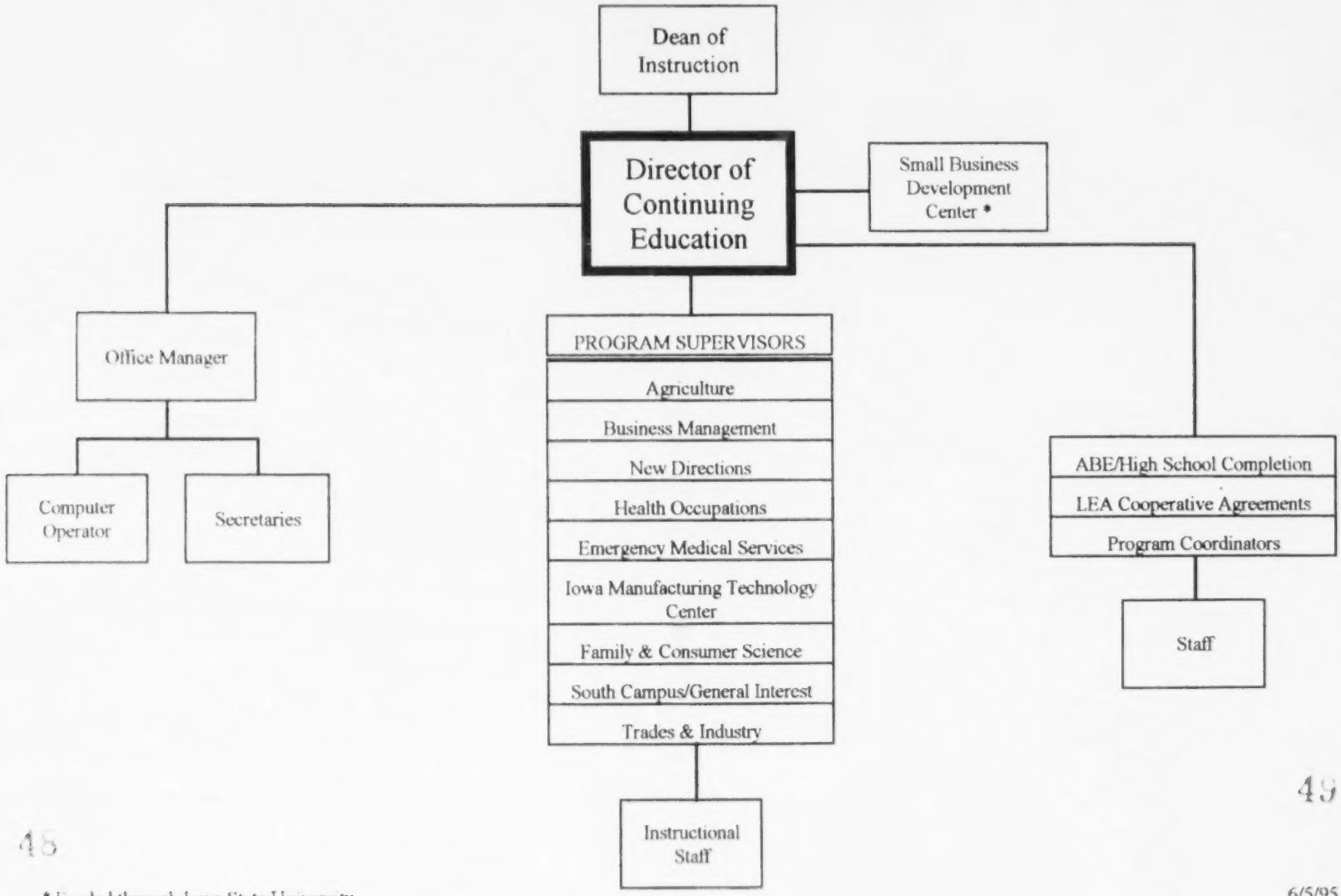
Dean of Student Services
Operational Organizational Chart



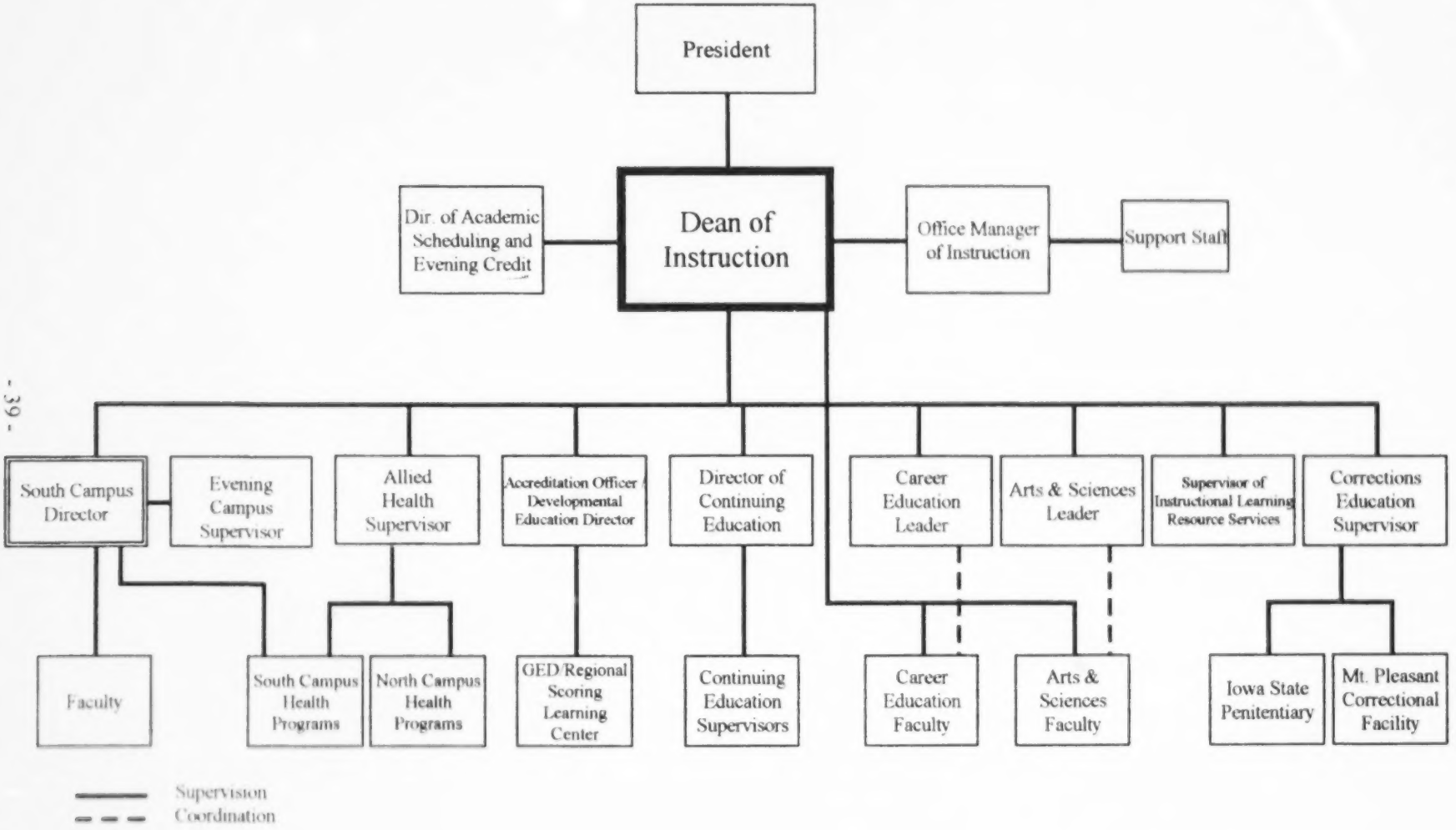
Director of Continuing Education
Operational Organizational Chart



* Funded through Iowa State University

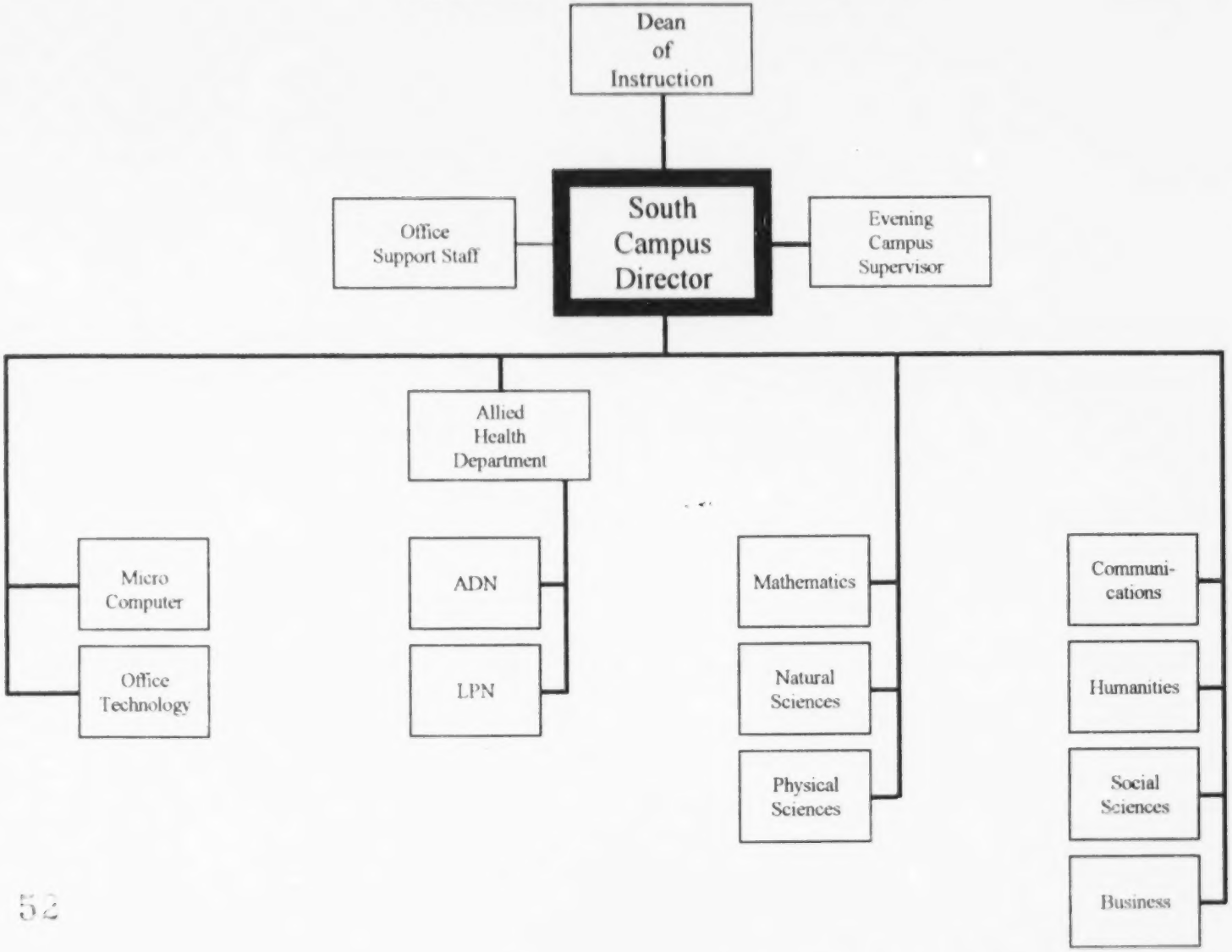
6/5/95

Dean of Instruction
Operational Organizational Chart



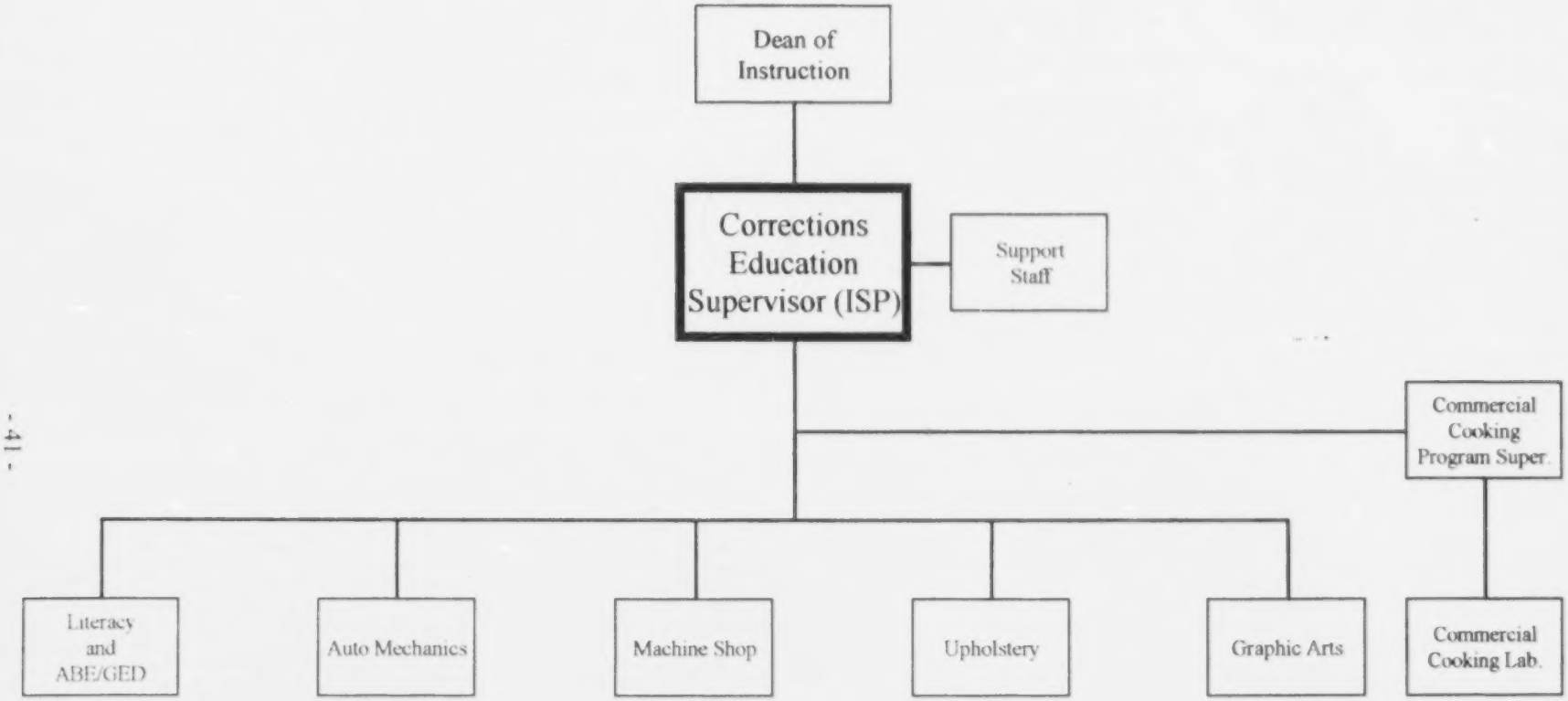
6/20/95

South Campus Director
Operational Organizational Chart

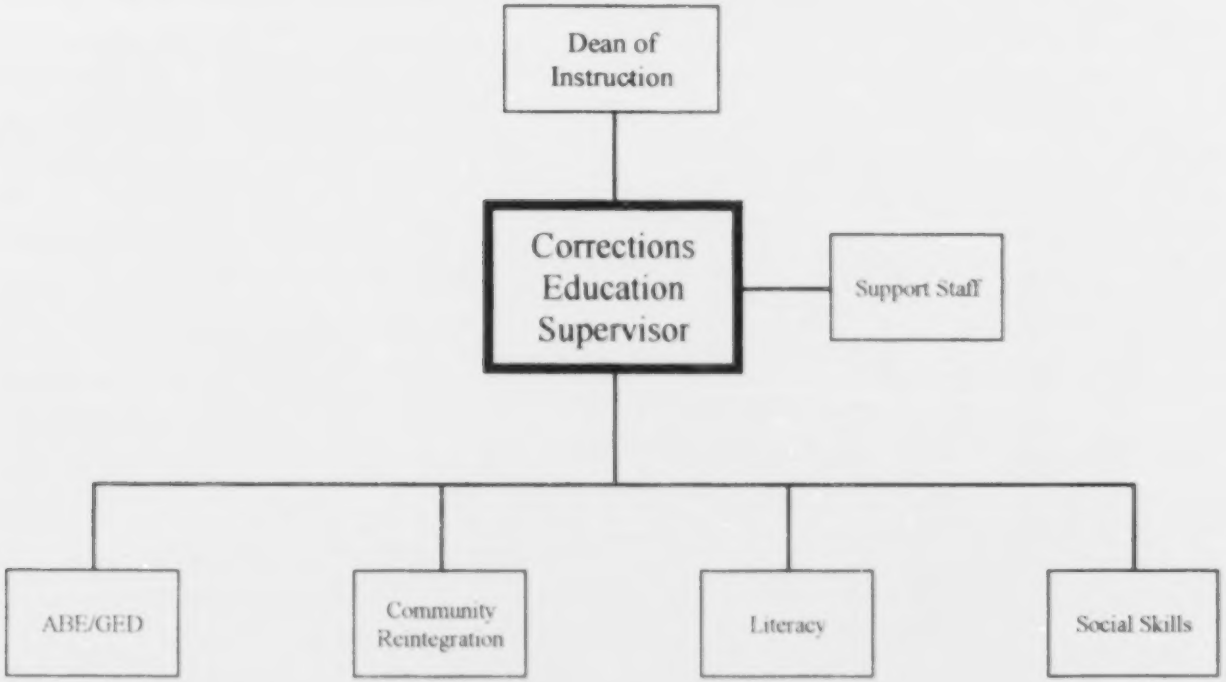


6/5/95

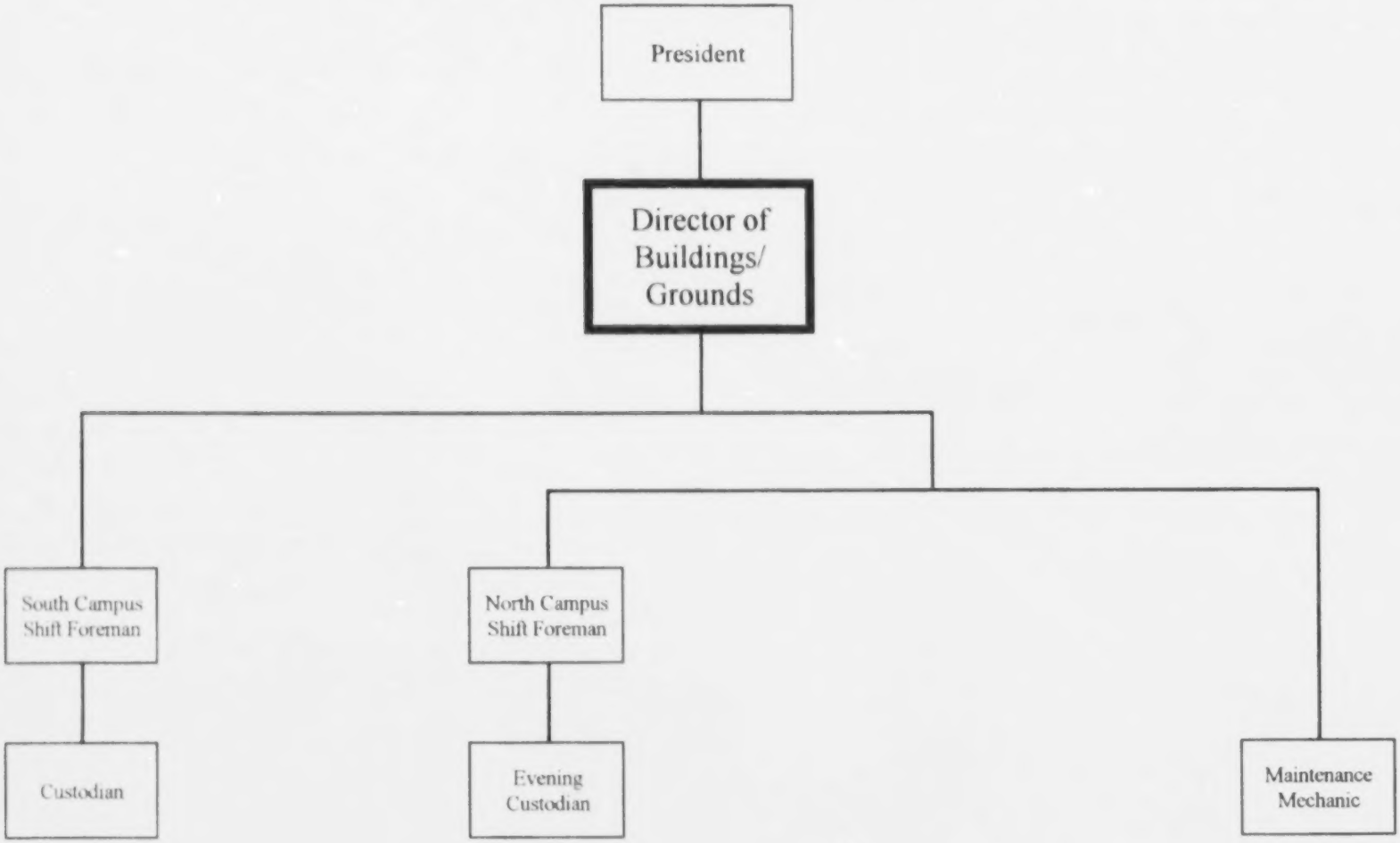
SCC at Iowa State Penitentiary/John Bennett Unit
Operational Organizational Chart



SCC at Mount Pleasant Correctional Facility
Operational Organizational Chart



Maintenance Department
Operational Organizational Chart



5/19/95

C. SCC Personnel

Administration and Professional Service Staff

David Acord	Print Room/Central Stores Supervisor
Marlene Beckman	Continuing Education Program Supervisor - EMT
Michael Bennett	Programmer/Analyst
Curtis Blom	Director/Academic Scheduling & Evening Credit
Jim Bowles	South Campus Director/Financial Aids
Myra Bruegger	Dean of Business Affairs
Julie Canfield	Office Manager/ Secretary – Dean of Student Services
Nancy Casady	Microcomputer Technician
John Cavanah	Dean of Student Services
Jackie Chubb	Office Manager/Instruction
Deborah Dalziel	Branch Director/SBDC
Jerri Dean	Continuing Education Program Supervisor - Health
Gary Earnest	Data Processing Center Supervisor/Systems Programmer
R. Gene Gardner	President
Russell Glasgow	Continuing Education Program Supervisor - Business and Management
Tom Haas	Registrar
Judy Houseal	Programmer/Analyst
Glenn Johnson	Technology Agent
Clark Knickerbocker	Continuing Education Program Supervisor - Trades & Industry
Noel Koranda	Dean of Instruction
Tonya Little	Admissions Coordinator
Jan Logan	Personnel Officer
Ron McDowell	Academic/Veterans Advisor/Placement Specialist
Elsie McLaughlin	Personnel Office Manager
Joyce Mickey	Accountant
Cindy Murphy	Board Secretary/Executive Secretary to the President
Dana Niggemeyer	Admissions Coordinator
Donna Norris	Displaced Homemaker Program Coordinator
William O'Neill	South Campus Evening Campus Supervisor/Psychology
Louise Orozco	Academic Advisor
Annette Peterson	Controller/Purchasing
Steven Rheinschmidt	Admissions/Communications Specialist
Gwen Robie	Financial Aid Officer
Monica Roed	Director of Continuing Education
Kevin Rosenburg	ICN Scheduler
Brenda Rubey	Development Office/Accounts Specialist
Rebecca Rump	Officer for Institutional Advancement
Terry Ryner	Shift Foreman
Ruth Ann Sandrock	Accreditation Officer/Developmental Ed. Director
Edward Schiefer	Corrections Education Supervisor
Sandra Seabold	Continuing Education Program Supervisor - South Campus
Ruth Smith	Continuing Education Office Manager

Deborah Smith	Administrative Secretary
Gary Spencer	Director, Plant Maintenance/Grounds
Kerri Steck	AV Technician
Steven Swanson	Admissions/Athletic Director
Charles Thompson	Tech Prep Coordinator
Virginia Tweedy	Assistant Registrar/Financial Aid
Lynda Vokaty	Continuing Education Program Supervisor - Home Ec
Dale Walker	Bookstore Supervisor
Michael Walters	Supervisor of Instructional Learning Resource Services
Richard Weston	Employee Education Program Director
Rick Wildrick	Shift Foreman
Debra Wilson	Institutional Food Service Supervisor
Lonnie Winston	Minority Affairs/Academic Advisor

Credit Program Administrators/Supervisors

George Conquest	Data Processing System & Vocational Data Manager
Arlyn Musselman	Agriculture Program Supervisor
Cynthia Sparrow	Commercial Cooking Program Supervisor
Anita Stineman	Health Programs Administrator

ISP Faculty

John Allen	Machine Shop
Merilin Jones	Related Instruction
June Mudd	Related Instruction
Mike Peters	Upholstery
Gerald Schulz	Related Instruction
John Walstrom	Graphic Arts

ISP Support Staff

Pam Eckard	Secretary/Corrections Education Supervisor
Teresa Tapp	Commercial Cooking Lab Supervisor
Linda Weeks	Commercial Cooking Lab Supervisor
Virginia Vought	Commercial Cooking Lab Supervisor

JTPA Administrators

Dennis Hinkle	JTP Administrator
Ethel Marshall	Assistant JTP Administrator

JTPA Professional Service Staff

Gwen Baker	Employment Training Specialist
Cheryl Brown	Employment Training Specialist

62

Patrick Cain	Promise Jobs Employment Training Specialist
Paul Clampitt	Employment Training Specialist
Debbie Dowell	Employment Training Specialist
Cindy Hardin	Assistant JTP Administrator/SYETP Specialist
Michaela Holvoet	Promise Jobs Specialist
Marianne Hunt	Promise Jobs Employment and Training Specialist
Patty McGinnis	Employment Training Specialist
Dorothea Mellinger	Office Manager
Susan Mitchell	Carl Perkins Specialist
Cindy Owsley	Employment Training Specialist
Diane Poisel	Employment Training Specialist
Jane Wieman	Promise Jobs Employment and Training Specialist

JTPA Support Staff

Linda Jones	Clerk/Typist/Receptionist

Mount Pleasant Correctional Facility Staff

Burge Hammond	Correctional Instruction
Rachel May	Correctional Instruction
Carol Mayer	Correctional Instruction
Shauna McCormick	Correctional Instruction
Robin Alvarez	Correctional Instruction
Micky Kelly	MPCF Secretary

North Campus Faculty

Timothy Ahern	Music
Sandy Krell-Andre	Substance Abuse Counselor
Sherri Batterson	Nursing
Janet Beik	Medical Assistant
Stephen Billeb	Gunsmithing
Karen Cahill	English
Joseph Campbell	Chemistry/Physical Science
Sandra Cornish	Independent Learning Center
Gary Cottle	Speech and Drama
LeRoy Crist	Engineering Graphics
DeLyte Ebbers	Math - Tech Programs
Louise Elliott	Nursing
Eva Ann Elmer	Independent Learning Center
Mary Engberg	Nursing
James Evans	Social Science
Roy Faust	Automated Manufacturing Technology
Anne Fedler	Nursing
Norman Fry	American History and Political Science

Sue Gilchrist	Clerical
Ione Good	Business
James Goodwin	Welding
James Hall	Auto Body Repair
Candace Havely	Librarian
Martha Hawk	Medical Assistant Program
John Head	Business Law & Accounting
Bryan Heap	Agriculture Production
Eric Johnson	Auto Mechanics
Rob Kinneer	Art
Alcuin Kirberg	Bookkeeping/Accounting
Duane Kline	Economics
Donald Krekel	Mathematics
John Lenahan	Electronics
Wade Mackey	Psychology
Bonnie McDonald	English/Communication Skills
Scott Martin	Precision Machining
Glenn Morland	Physics/Mechanical Technology
Forrest Morrisett	Biology, Botany and Ecology
Richard Noon	Auto Mechanics
Peter Nordloh	Science
Laurine Paule	English
William Payne	Mathematics
Donly Payne	English
Ron Perry	Sociology
Dennis Reid	Criminal Justice/Psychology
Roxy Riessen	Microcomputer Specialist
John Riessen	Geography/German/Ecology
Daniel Ring	Anatomy and Physiology
Mick Ritter	English/Volleyball
Patti Roelfs	Medical Assistant
Nancy Schulte	Spanish
Carol Shaw	Nursing
Lee Skeens	Chemical Dependency
John Smith	Mechanical Technology
Carl Snipes	Chemistry
Eldon Sparrow	Agriculture
Setsuo Takai	Testing Coordinator/Career Exploration
Sheila Waldorf	Secretarial
Donald Wemmie	Mathematics
Anita Weston	Developing Office Competencies/Career Ed Leader
John Weyl	Art
Warren Wilson	English
Wallace Wilson	Counselor
Mary Kay Wright	Human Relations
James Wyatt	Physical Education

North Campus Support Staff

Diana Adamire	Computer Lab Monitor
Nancy Adolphson	Typist/Tool Room Clerk
Marion Bachtell	Custodian II
Mary Bailey	Technical Services Library Clerk
Holly Banks	Food Service Assistant
Rosemary Banks	Cashier
Cheryl Bell	Personnel Office Secretary
Alicia Bloomberg	Secretary/Continuing Education
Shirley Bond	Assistant Bookstore Clerk
Barbara Brockway	Custodian I
Mary Brust	Receiving/Clerk/Typist
Thelma Bush	Bookkeeper/Accounts Payable
Joan Cheely	Food Service Assistant
Debra Clelland	Food Service Assistant
Tara Dillard	Food Service Assistant
Ellen Eckhardt	Secretary/RF Office
Mary Fortin	Secretary/Continuing Education
Paula Gray	Cook
Sandy Gray	Clerk/Typist
Darlene Hank	Assistant Book Store Clerk
Jerry Hodge	Custodian II
Rhonda Howard	Continuing Education Secretary
Catherine Huntebrinker	Library Clerk
Gary Icenogle	Assistant Maintenance Mechanic/Groundskeeper
Kevin Jones	Custodian I
Bonnie Jordan	Secretary – Tech Prep/AV Support Services
Brenda Kempker	Clerical/Data Entry Clerk
Wanda Land	Bookstore Clerk
Cathy Logas	Bookkeeper/Payroll
Tony Malone	Maintenance Mechanic
Eddie Marsh	Housekeeper
Billie Timmerman	Food Service Assistant
Peg McCreight	Secretary/Clerical (Microcomputer)
Donna Miller	Receptionist
Bonnie Moyers	Computer Operator
Deana Newby	Evening Receptionist
Gerald Overstreet	Custodian II
Halvor Plummer	Custodian II
Nancy Ramsey	Bookkeeper/Receipts/Accounts Receivable
Tina Rios	Print Room Assistant
Jeff Smith	Custodian II
Mary Smith	Secretary/Registrar's Office
Shari Smith	Clerk/Typist
Pamela Stanbary	Clerk/Typist

Linda Swenson	Clerk/Receptionist/ILC/DOC
Susan Yeager	Student Services Secretary
Janet Vahle	Assistant Bookstore Clerk

South Campus Faculty

Nadine Beckert	Business
John Breshears	Physics
Mary Brockman	French
Lyle Cunningham	History
Elizabeth Gardner	Librarian
Thomas Gardner	English
Thomas Hayes	English
Rita Hickey	Nursing
Nancy Hodson	Nursing
Frederick Karre	Biological Science
Don Kuechmann	Learning Center
Thomas Landis	Counselor/History
Suzanne Messer	Art
Eloise Olson	Mathematics
MaryAnn Philp	Nursing
John Phipps-Winfrey	Speech/English
Genelle Royer	Business
Kathryn Tripp	Nursing
Cozell Wagner	Microcomputer
Greg Whitcomb	Music

South Campus Support Staff

Barbara Altheide	Computer Lab Monitor
George Altheide	Evening Library Clerk
Camille Anderson	Secretary/Registrar Office
Joy Hadenfeldt	Assistant Bookstore Clerk
Sharon Huls	Clerk/Typist
Brenda Knox	Assistant Bookstore Clerk
Marilyn Lawson	Clerk/Receptionist
Shirley Martin	Library Clerk
Karolyn Nudd	County Program Associate Displaced Homemaker
Jay Roth	Custodian II
Hilda Sadler	Food Service
Ron Shark	Custodian II
Marilyn Walker	Secretary/SC Director
Joni Wellman	South Campus Food Service Manager